

**MINUTES**  
**Hamilton County Airport Authority**  
**May 13, 2015**  
**Commissioners' Courtroom**  
**One Hamilton County Square**  
**Noblesville, Indiana**

**Public Session**

President Bill Frye called the public session to order at 6:41 pm. Kim Rauch took roll. A quorum was declared with Bill Frye, Kathy Mayberry, Allyn Beaver, and Michael Lewis present.

**Approval of Executive Session Memorandum**

Lewis moved to approve the Executive Session Memorandums for April 16<sup>th</sup>, May 4<sup>th</sup>, and May 13<sup>th</sup>. A. Beaver seconded. Motion carried unanimously. (4-0)

**Approval of Minutes**

A. Beaver moved to approve the minutes from March 11, 2015. Lewis seconded. Motion carried. (3-0) Mayberry abstained.

Lewis moved to approve the minutes from April 8, 2015. Mayberry seconded. Motion carried. (3-0) Frye abstained.

**President's Report**

The Board met with Matt Hagans, of Eagle Creek Aviation, and some of his staff to introduce ourselves to each other and to hear about his plans for the future of the Fixed Base Operator (FBO) operations at the airport. We are looking forward to moving along with those discussions. With the intended change in the FBO management, we are entering a new era at the airport. Since the county purchased the airport in 2003, we've had a long relationship and had it expertly guided by Dan and Andi of Montgomery Aviation. They have built an excellent reputation for Indianapolis Executive Airport (IEA) through their hard work, dedication, and exceptional customer focus. We look forward to working with Hagans to continue that tradition.

The plans for the Beck hangar appear to be moving along. Chris Snyder, of Woolpert Engineering, will give an update on that this evening.

We've been in discussion with the Federal Aviation Administration (FAA) regarding our recently completed wildlife study at the airport. The FAA has made some recommendations and comments which Snyder will also address.

We've been through a lot of challenges over the last year or so and are looking forward to facing some additional challenges in the future. Frye thanked the Board for all of the efforts they've had and it will be an interesting time moving forward.

**Public Comments**

No comments.

**Committee Reports**

No report.

**Indianapolis Executive Airport (IEA) Report**

Carl Winkler reported:

**Monthly Report**

- The Aviation Association of Indiana (AAI) quarterly meeting occurred in Columbus on April 16<sup>th</sup>. It was a good meeting with a number of airports in attendance.

- The farm rent income was received in the full amount of \$104,975. It has been deposited in the bank.
- Andi Montgomery met with Mayor Brainard of Carmel and Dan Montgomery met with Mayor Cook of Westfield to discuss the airport going forward and the upcoming changes. The Montgomery's emphasized the fact that in the past our economic impact to the community had been \$450 million.
- The airport liability insurance for IEA is up on July 15<sup>th</sup>. Forms are being put together to get bids from our insurance companies to handle that. Taft's is also up in August, so those will be put together and submitted at the same time.
- The invoices for plowing and mowing have been sent to Frye and Lewis. Approval to pay those tonight is requested. The snow plowing this year is about \$14,200 and so far mowing is about \$8,000. The details and invoices regarding these are in the report.
- The first quarter reporting has been distributed to the Board with additional financial details found in reports for Lewis, Frye, and Kristin Boone.
- A Celebration of Life occurred for a fallen pilot who recently died in an aircraft. A flyover happened last weekend with a number of military aircraft honoring him.
- The first letters have been sent out for the Downs Syndrome Fly-In and the SARL Indy Air Race. The events will occur on Saturday, August 1 from 7am-2pm. They are in need of dollars and raffle items. Please consider helping this year.
- Quad-J sent invoices for lighting and beacons. They have been submitted to Boone for payment.
- A quote was received for removal of the trees. Snyder is working on securing a couple additional bids.

### **1<sup>st</sup> Quarter 2015**

#### **Income**

- 1<sup>st</sup> quarter ended March 31. The income for the 1<sup>st</sup> quarter was \$76,571 without the farm rent.

#### **Expenses**

- The expenses were \$40,412 without any payment for the Airport Manager for snow plowing or mowing. The invoice for plowing is submitted for approval totaling \$14,242 for the period ending March 31, 2015. The invoice for mowing has also been submitted for approval totaling \$8,130 for the period of April 1-April 30, 2015.

#### **Net Income**

- The net income after all of the expenses was \$36,159.
- The 2015 farm rent for the year was received totaling \$104,975.
- The Hamilton County Airport Authority appropriated \$40,000 to the budget in the 1<sup>st</sup> quarter and there was an additional \$40,000 appropriated in April which will be included in the 2<sup>nd</sup> second quarter report.

Land rents for the period were \$2,976.

Under the hangar leaseback agreements, Montgomery paid the county \$66,000 during the period and Taft paid \$31,500.

Flow fees for the period were \$31,573 through the 1<sup>st</sup> quarter compared to \$23,728 in the same period last year for an improvement of \$7,845.

Lewis asked if there were details on the \$40,412 expenses. Winkler said page one (1), column G of the report shows the breakdown of the income and pages two (2) through five (5), column G show the breakdown of the expenses.

Mayberry asked Winkler if he knew what Accounting and Legal on page two (2), line 24 referred to. Winkler said for the accounting, they do a compilation for the reports in 2014 which normally is done in January/February that they pay. This is what line 24 reflected.

(Please note recording difficulties made it extremely challenging to detect discussions from Board members.)

Lewis discussed his concern that the farm rent needs to be with the county. Winkler asked if the Board wants them to transfer it. Lewis said that is likely where it needs to be. Lewis moved to transfer the farm income of \$104,975 back into the county operating account and to authorize paying the invoices for both snow removal and mowing. Mayberry seconded. Motion carried unanimously. (4-0)

Dan Montgomery asked if the Board knew when they are thinking of approving a budget. Frye said we are operating off of the 2014 budget which is basically the same except for snow plowing and mowing. As snow plowing is over for now, we will continue to make appropriations for mowing expenses.

### **Woolpert Engineering Report**

Chris Snyder reported: (The recording was so intermittent that the Woolpert paper report was used to create the minutes.)

#### **FAA AIP-23: Parcel 11 Land Acquisition (Phase 1) - 72655**

- Snyder said they are hoping to close this grant in the next month or so. He needs to work with Mike Howard to write a title opinion on the property that the airport owns and he will give it to the FAA.

#### **FAA AIP-25: Parcel 11: Demolition and Mitigation**

- **Parcel 11 Demolition with Renascent (Base Bid and Additive Bid #1) - 74154**
  - Punch list work completed except for minor fence work. As-builts completed.
  - We have received all Waivers of Liens and Final Wage Rates.
  - We have received Final Pay Requests (\$5,468.40) and retained release pay requests (\$12,455.50). With approval from the FAA and delivery of any final documents, a final FAA construction pay request will be submitted next.

#### **FAA AIP-25: Parcel 11: Runway and Taxiway Extension – Phase 1 Design**

- **Runway Extension, Design – Phase 1 – 74799 (Authorized to \$40,000)**
  - Field survey work for design completed.

#### **FAA AIP-26 (Future): Grant Application**

- A grant application and draft fee proposals are to be presented next month in attempt to fund the following projects (which Frye notified the FAA on 4/29/15):
  - Land acquisition – Parcel 6
  - Land acquisition – Parcel 7 and 16
  - Land acquisition – Parcel 10
  - Tree mitigation
  - Runway/taxiway design – supplemental
  - Environmental study – fencing(Woolpert is working with them to potentially refund/fund the wildlife work.)

#### **FAA AIP-26 (Future): Land Acquisition**

- Purchase offers must be completed by the end of July in order to possibly receive funds. The deadline is nearing and Howard is coordinating with review appraisals.

#### **Local Items (Survey/Tree Work) - 73437**

- Restore FAA Nighttime and Localizer Performance with Vertical Approach (LPV) Approaches (Parcel 10 – McClain) – Local

- Woolpert submitted a mitigation review package to the FAA to restore Global Positioning System (GPS) approach – FAA has agreed to temporarily fully restore for six (6) months. They are continuing to evaluate. Bobby Beam said he would strongly encourage Snyder to keep that going forward because he sent an email out to all of the base customers and received three (3) big thank you's and atta boys for getting that done. He thanked Snyder.
- Woolpert received FAA verbal approval on DRAFT environmental justification and tree removal work exhibit attached to the agenda. Woolpert has prepared a full DRAFT for review by the FAA and approval next month. (This is required to be approved with purchase agreement for funding.)
- Woolpert has prepared a quote package for tree work. (On hold for now.)

Local Items (Survey General Services or Other)

- Wildlife Hazard Assessments – Local (No Woolpert #)
  - Frye, Woolpert, and a Christopher Burke representative attended a conference call with the FAA regarding the submitted report and FAA's comments back. It was a good call that provided some options that the FAA would consider in lieu of a full year study. We have prepared and submitted an updated (partial assessment and management) scope of work for the FAA. We have prepared this scope of work for consideration of Board approval along with a revised report addressing most of FAA's comments. FAA has reviewed the scope and provided updated comments from my email on Tuesday. It is as follows (full proposal to be emailed):

FEE ESTIMATE	
Task 1 Site Study	\$12,000
Task 2 Training	\$1,500
Task 3 Study Report	\$8,000
Task 4 Client Correspondence/Meetings	\$1,500
Task 5 Direct Costs	\$1,900
Total	\$24,900

A. Beaver moved to approve a partial wildlife assessment with the stipulation that we continue with it only if the FAA reimburses at standard level. Lewis seconded. Motion carried unanimously. (4-0)

- Woolpert is working on getting a FINAL acceptance from the FAA on this proposal so that work can begin immediately pending Board approval.
- Based on the Burke Site Visit/Repair and Current wildlife logs, it is recommended that the trees in the attached be removed as soon as possible. Woolpert is working on quotes with D. Montgomery. The agenda attachment with the scope of work has been sent out to five (5) contractors. The following quotes have been received:

Contractor	Area #1	Area #2	Area #3	Other
BAM OUTDOOR	\$5,925	-	\$6,150	
EDCO	\$13,824	\$8,256	\$3,750	\$6,590 - Haul
FARMER	\$125/hr. (<\$3,800)	\$125/hr.	\$125/hr.	No insurance; no big trees

(3 large trees in Area #1, 3 in Area #2, and 42 in Area #3. Woolpert is coordinating with agencies before work begins.)

A. Beaver moved to approve a not to exceed amount of \$20,000 for the tree mitigation and debris removal. The motion includes entering into an agreement and having the work done. Mayberry seconded. Motion carried unanimously. (4-0)

- Woolpert did proceed with presenting a slightly revised Capital Improvement Plan (CIP) for the years 2015-2019 to the FAA/INDOT for a fencing project that begins construction

next year. No final determination at this time on the proposed programming consideration. FAA is still discussing internally.

- Drees – Residential Development South of the Airport – Local (No Woolpert #)
  - Our field survey work is completed to define the noise sensitive boundary. We anticipate that description to be completed next week. They have asked us to submit it upon completion.
  - Woolpert has contacted Dree's. They are not ready to review with Woolpert due to wetland complications within their build area.
- Beck's Hangar Development
  - LEASE – DRAFT Lease Area Boundary has been completed and submitted to both parties for review and comment.
  - PERMITS – Woolpert submitted the Rule 5 Storm Water permit (Water Quality) with 65% Site Plans to Zionsville for review this week. Hamilton County is now reviewing Rule 5 Storm Water Permit. Initial comments received. Woolpert is working with Zionsville Fire Department on their needs.
  - AIRPORT PLAN REVIEW - A meeting has been requested on May 27<sup>th</sup> at 8am at the airport to review the current plans and specs for airport comments and review. Beck's is requesting approval to mobilize to the site after owner meeting to begin preconstruction until Rule 5 permit is approved.
  - REQUEST FOR ADDRESS – Becks is requesting a formal address for their hangar location requiring the airport entrance to become a Zionsville City Street. Beck's is requesting the Board to officially begin the request process. Lewis moved to have Woolpert begin discussions with Zionsville regarding the street name. A. Beaver seconded. Motion carried unanimously. (4-0)
  - Water bills for Beck's will come to the Airport Authority and will be forwarded to Beck's for payment. The Airport Manager will bill Beck's. There will be a meter on the hydrant. Mayberry moved to authorize Beck's to hook onto hydrant for water and for Montgomery's to then bill Beck's for the water usage. Lewis seconded. Motion carried unanimously. (4-0)
- Mayberry moved to approve Woolpert to prepare a letter from the Board to the FAA to continue to maintain the 36 Very High Frequency Omnidirectional Range (VOR) approach. A. Beaver seconded. Motion carried unanimously. (4-0)

### **Old Business**

#### **Operating Budget (Tabled on 12/10/14)**

Lewis moved to extend the 2014 budget through June 2015. Mayberry seconded. Motion carried unanimously. (4-0)

### **New Business**

None

### **Legal Counsel Report**

No report.

### **County Council Liaison**

No report.

Matt Hagan's, of Eagle Creek Aviation, shared with the Board that they are interested in the future construction of a 150 ft. hangar adjacent and south of the existing structure of Montgomery Aviation. He is asking the Airport Authority to be aware that they are discussing with Beck's to move six (6) parking spots to allow the future construction of the hangar not to preclude that hangar construction by not redesigning a little bit of parking lot space. That is ongoing as they showed that to Mark Thomas, of Beck's, today. Hagan's wanted to make the Board aware that they were having that discussion before the finalization of the lease line that might require some movement so they have additional parking space that they are

going to need, but it might have to ask for a couple hundred square feet be removed. Again, he just wanted to make the Board aware that they are having this discussion with both Beck's and Woolpert Engineering to see if they can't reach a compromise that makes everyone happy for the future development of the airport.

**Secretary's Report**

**Approval of Vendor Claims**

Lewis moved to approve the vendor claims in the amount of \$158,544.91. Mayberry seconded. Motion carried unanimously. (4-0)

Frye adjourned the meeting.

**Others Present**

Dan Montgomery, Montgomery Aviation  
Bobby Beem, Montgomery Aviation  
Carl Winkler, Taft Aviation  
Matt Hagans, Eagle Creek Aviation  
Mark Thomas, Beck's Hybrids

Jeff Hale, Beck's Hybrids  
Chris Snyder, Woolpert Engineering  
Brad Beaver, County Council Liaison  
Mike Howard, Board Attorney  
Kim Rauch, Acting Secretary

**APPROVED**

William Frye, President  
Alan Albright, Member  
Allyn Beaver, Member  
Michael E. Lewis, Member

**ATTEST**

Kristin Boone Grinstead, Secretary/Treasurer

Date approved: 6/10/15